



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
17/2013

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **IMET (International Military Education and Training) PROGRAM MANAGER**

OPENING DATE: SEPTEMBER 23, 2013

CLOSING DATE: OCTOBER 4, 2013

WORK HOURS: FULL-TIME; 40 HRS/WEEK

SALARY: FSN-8 Ordinarily Resident (OR) (€16,291.00)

U.S. Embassy Pristina is seeking a qualified individual for the TEMPORARY position of IMET (International Military Education and Training) starting o/a November 1, 2013 and ending o/a March 14, 2014.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

(1) IMET & CTFP PROGRAM MANAGER (60%)

Management of the IMET program (approximately value \$ 500,000 to \$1, 200, 000)
Management of the CTFP program (approximately \$ 200,000) directly with the Headquarters U.S. European Command (EUCOM), U.S. Military Departments (MILDEPs) and the Kosovo Ministry of the Kosovo Security Forces.

(2) MARSHALL CENTER COORDINATION (25%)

Coordination of the Marshall Center activities directly with the Marshall Center and the Kosovo Ministry of the Security Forces, Ministry of Foreign Affairs, Ministry of Internal Affairs and the Prime Minister's Cabinet.

(3) ENGLISH LANGUAGE TRAINING COORDINATOR (10%)

English Language Training Coordinator serving as a liaison between English Language Training Centre in the General Staff and the Defense Language Institute, English Language Center.

(4) FMF TRAINING COORDINATOR (5%)

Coordination of all training activities in country and CONUS sponsored or funded by the FMF training program.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of college or university general studies is required.

Experience: Minimum two years of prior office administration/program management working experience. Minimum two years of driving experience is required.

Language proficiency: Level 4 (fluency in reading/writing/speaking) English and Albanian.

Job Knowledge: Must have good knowledge of the Mission as well as all functions and aspects of the Office of Defense Cooperation. Must have good knowledge of the military and political circumstances in the host country and be aware of the security situation.

Skills and abilities: Must have excellent communication skills; excellent computer skills with Microsoft Office Programs (Word, Excel, Power Point, etc); Must have the ability to use internet effectively; Must have Level 1 typing ability (employee is required to type with a reasonable degree of accuracy and at a reasonable speed). Must have B category driver's license.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:
Human Resources Office,
U.S. Embassy Pristina, Kosovo

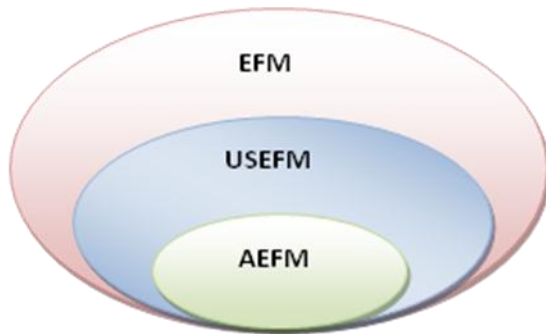
CLOSING DATE FOR THIS POSITION: OCTOBER 4, 2013 BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual

orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).